

Job description

Job title	Sustainability Lead
Programme	Women's Integrated Sexual Health (WISH2ACTION)
Location	Tanzania
Reporting to	Regional Lead: Sustainability Lead in Nairobi, Kenya
Responsible for	<p>Directly line managing:</p> <ul style="list-style-type: none"> • 2 advisors: Policy and Planning Advisor, Evidence and Accountability Advisor, and/or Health Care Financing Advisor • 1 Programme and Operations Officer <p>Indirectly overseeing:</p> <ul style="list-style-type: none"> • 1 Technical Officer (managed by the Evidence & Accountability Advisor)
Liaison with	<ul style="list-style-type: none"> • All members of the Options' team and Short Term Technical Assistance (STTA) for WISH Lot 2 • Consortium partners for WISH Lot 2 • Government counterparts and key health sector stakeholders in Tanzania
Hours	Full time, 35 hours per week
Type of contract	Fixed Term up to August 2021
Organisation	
<p>Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.</p>	
WISH Consortium and Options	
<p>DFID's Women's Integrated Sexual Health (WISH) programme (Lot 2) will provide approximately £132m to deliver integrated sexual and reproductive health and rights (SRHR) services in 13 countries in Africa and 3 in Asia. The WISH programme builds on previous successful initiatives supported by DFID and others to expand sexual and reproductive health care services and support countries which have made FP2020 commitments to achieve them. The programme is expected to ensure that women are able to safely plan their pregnancies and improve their sexual and reproductive health, particularly the young and marginalised.</p> <p>The programme will increase access to family planning and integrated sexual and reproductive health services for women, men and young people across Africa and Asia through a combination of: (i) rights-based provision of private sector sexual and reproductive health information and services, and strengthening of public sector health information and services; (ii) addressing barriers to family planning uptake at individual, interpersonal, community and institutional level; and (iii) improving policies, government financing and commodity security to create an enabling environment for family planning and sexual and reproductive health and rights.</p>	

The programme is designed to contribute to the following four outputs: 1) Community/individual choice: people have the knowledge and community support to make informed SRHR decisions and advocate for quality services; 2) National Ownership: improved policies, government financing, commodity security and public sector SRHR capacity and services; 3) Private Sector Access: access to quality, voluntary FP and other SRH services, eliminating barriers for young and marginalised women; and 4) Global Goods: evidence-based innovations and practice shared globally to increase women's choice and access to SRHR services.

WISH2ACTION is led by the International Planned Parenthood Foundation (IPPF) with the following consortium partners: Options (Sustainability lead); Marie Stopes International (service delivery partner); International Rescue Committee (service delivery partner); Development Media International (social norm and behaviour change lead) and Handicap International (inclusion of disabilities).

Options' approach to National Ownership is to support governments to prioritise SRHR in domestic financing, and to develop and implement evidence-based policies and plans to meet commitments that create an enabling environment for SRHR and address the unmet need for SRHR, particularly among the poor, youth under 20, and people with disability. The following results will help achieve stronger national ownership for SRHR:

- Evidence-based culture within national and sub-national governments that use data to drive legal, financial, policy and quality of care decisions and actions.
- Strengthened legal, financial, policy and quality of care demonstrated through leadership by national and sub-national governments.
- Functional and sustainable accountability systems that track SRHR commitments and key indicators, and use this evidence to hold leaders to account.

Main purpose of job

The Sustainability Lead is Options country lead on the WISH2ACTION (W2A) programme in Tanzania. S/he is responsible for delivering Options' approach to achieving national ownership and sustainability pathways of change, working closely with their team and other consortium partners in Tanzania to ensure strategic linkages with other outputs.

The post holder will directly act as the advisor in one of the three areas listed below. The remaining 2 areas will be supported by 2 technical staff who will be managed by the post holder: *(see main duties in each of the following areas for more detail, specified after the Person Specification)*

- Policy and Planning Advisor
- Evidence and Accountability Advisor
- Health Financing Advisor

Main duties

Provide strategic technical leadership of Options' role on the programme (country ownership & sustainability)

- Provide technical oversight and support to lead the design and implementation of an effective approach to ownership and sustainability at country level, ensuring activities that lead to outputs to outcomes to results;
- Regularly review/ track and quality assure the programme's theory of change, logframe, pathways of change, and other foundation documents and tools to ensure they are fit for purpose to achieve programme goals and targets;
- Support the development and routine updating of the W2A country engagement plan at country level;
- Feed into the design of the political economy analysis (PEA) framework and ensure results of the PEA are continually used to inform country level national engagement strategies and programme implementation;
- Regularly reflect on and facilitate learning meetings with the country team to build on in-country successes and help overcome constraints, drawing on experiences from other W2A countries;
- Ensure learnings including challenges on national ownership are documented and communicated via the Regional Lead to other WISH Lot 2 country teams;
- In consultation with Regional Lead, facilitate the planning and achievement of Options' key performance indicators (KPIs) at country level;

- Develop and implement a WISH transition plan at country level;
- Quality assure all Options' activities and deliverables at country level;
- Identify, monitor and manage any risks to the programme's results;
- Lead the technical planning, monitoring and evaluation of Options' work on the programme;
- Provide technical counsel and advice regarding national ownership approaches.

Provide direct technical expertise on one of Options' KPIs

- Lead the strategic oversight of one of the WISH2ACTION sustainability pillars at country level, either: Accountability & Evidence, or Policy & Planning.

Manage the Options team at country level to ensure the efficient and cost-effective delivery of a high quality programme that produces its results

- Contribute to a Programme Quality Assurance Plan that sets out responsibilities for the quality assurance of all aspects of the programme, using Options' Quality Assurance Guide;
- Lead regular team meetings and ensure actions are followed up, ensure structures are in place for teams to interact and perform;
- Participate in and promote learning and solutions-based discussions between different country teams across core technical areas;
- Mentor, coach and support Options' staff to ensure they are motivated and performing. Conduct staff performance appraisals and support junior staff to do that same;
- Ensure that robust systems are used for contracting, managing and ensuring the quality of deliverables from consultants and other subcontractors, guarantee that they provide high quality cost effective services to the programme;
- Participate in regular consultation with Nairobi and London based support staff;
- Quality assure and ensure donor deliverables including logframe and KPIs for Options' component is delivered to a high quality and on time at country level.

Oversee relations with the consortium, governments, and client and promote learning

- Act as Options' day to day consortium representative on WISH2ACTION at country level, providing technical advice and guidance, and building strong relationships;
- Actively support Options' and W2A consortium staff to develop and maintain strong working relationships with relevant government and non-government stakeholders;
- Contribute to and support the execution of an effective communications strategy to maintain the programme's visibility and reputation;
- Support the W2A Country Manager and others to represent the programme at key national meetings and events as required;
- For DFID funded programmes, support the regular Contract Management Performance exercises, working closely with the Programme Management team.

Leading planning and budgeting of the programme and monitor and report on performance against plans

- Convene and lead annual planning/budgeting exercises at country level to feed into a detailed and costed work-plan for the following year, liaising with consortium partners, the Regional Lead, Programme Management in London and other stakeholders as necessary; update regularly;
- Establish and oversee the implementation of systems for monitoring the implementation of plans to budget, lead corrective action where necessary;
- Contribute to the achievement of log-frame indicators and targets relating to national ownership (finance, policy, accountability and quality);
- Collect baseline data and milestones for these indicators during the inception period;
- Develop regular reports for Options and wider consortium on national ownership progress, opportunities and challenges.

Provide oversight of financial, due diligence, and security

- Manage the programme's budget at country level to ensure that activities are delivered within budget;
- Approve expenses within financial authority and delegate authority as allowed;
- Track and report programme expenses in line with relevant financial reporting systems and deadlines and guarantee that funds are available to implement the programme as planned;

- Ensure due diligence is performed on all recipients of the programme's funds; staff, sub-contractors, and their sub-contractors, control and report on the use of all programme funds;
- Implement relevant policies and guidelines on fraud, bribery and corruption involving programme funds and report any suspected cases immediately to the Regional Lead;
- Ensure office and programme assets are secure and appropriately insured;
- Act as the programme's security point and ensure that all steps are taken to guarantee that staff, sub-contractors and visitors are safe.

Represent Options broader interests in country to develop new business

- Maintain an up to date picture of business opportunities in country, alert Options' Director of New Business and Partnerships to these and take action as requested;
- Provide insights, advice and support to the development of bids for new programmes, as requested.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Person specification

Criteria	Essential	Desirable
Qualifications		
- Master's Degree in public health, health economics, health management or a related field.	✓	
Experience		
<ul style="list-style-type: none"> - At least ten years' work experience, with significant experience in the provision of technical assistance for health; - Solid understanding of the Tanzanian health sector, including the relationship between national and sub-national levels; - Work experience and knowledge of priority SRH/FP issues facing women and girls in Tanzania; - Considerable experience in leading the delivery of donor-funded programmes, particularly those funded by DFID. <p>One of either (as the advisor for this component):</p> <ul style="list-style-type: none"> - Strong experience in health financing approaches, particularly health budget tracking and advocacy; - Strong work experience on quality of care, accountability, advocacy and evidence use; - Strong experience in facilitating evidence based planning process or policy reforms to track progress on health indicators and commitments. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Skills and attributes		
<ul style="list-style-type: none"> - Excellent influencing skills, with an ability to identify and act on opportunities to build buy-in and support among decision-makers; - Excellent interpersonal skills, with experience interacting with government officials, development partners, civil society and other health sector stakeholders; - Excellent time management and organisational skills; - Strong written and verbal communication skills with a demonstrable ability to present complex concepts in easy to understand language for a range of audiences; - Sound monitoring evaluation skills, including the design and delivery of logical frameworks; - Proficiency in Excel and PowerPoint; 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
Other requirements		

- Commitment to equal opportunities;	✓	
- Fluency in written and spoken English;	✓	
- Fluency in written and spoken French.		✓

Evidence and Accountability Advisor

Main purpose of job
<p>The Evidence and Accountability Advisor will be responsible for ensuring minimum quality standards and service for SRH/FP are delivered through tracking of quality improvement indicators and acting on gaps. He/She will also leverage existing coalitions to facilitate an effective accountability mechanism(s) to track SRH/FP commitments and outcomes. The Advisor will work closely with the Sustainability Lead and the Policy and Planning Advisor in Tanzania as well as the Regional Evidence and Accountability Specialist in Nairobi, Options' staff in London, and consortium partners, to ensure evidence and accountability approaches strategically strengthen government stewardship over SRH/FP in Tanzania.</p>
Main duties
<p>Support the strengthening and institutionalisation of a national quality improvement (QI) system for SRH/FP in Tanzania</p> <ul style="list-style-type: none">• Map out and identify current quality improvement tools, approaches and initiatives currently being implemented in Tanzania and use this to support a national QI system;• Review and establish/update an agreed set of minimum standards in Tanzania for SRH/FP services in line with the latest evidence working in conjunction with the Ministry of Health (MoH);• With the MoH, develop/update a Quality Improvement Plan for SRH/FP drawing on broader quality of care plans in Tanzania. The plan will include minimum standards as well as key indicators to enable the government to monitor SRH/FP services;• Ensure QI plans developed under the enhanced cluster model at sub-national level are aligned to the national QI framework, working closely with IPPF and other WISH2ACTION consortium partners in Tanzania;• With the MoH, convene a QI planning workshop on an annual basis to develop/update a QI framework ensuring all SRH/FP QI initiatives are aligned into one national plan and review progress;• Identify disaggregated indicators with the MoH and other stakeholders to input into a traffic light scorecard or dashboard to track implementation of national QI plans and determine whether SRH/FP services are effectively reaching adolescents, the poor and the disabled;• Package data at national and sub-national levels into usable formats (i.e. infographics, presentations) and work with the MoH to ensure this evidence is included in costed implementation plan and annual health sector reviews and budgeting planning cycles. <p>Support accountability mechanisms to routinely use evidence to track, advocate and put pressure on governments to improve access to equitable quality SRH/FP services</p> <ul style="list-style-type: none">• Map existing SRH/FP or health coalitions to form into an accountability mechanism. If no such coalition exists, bring together civil society, medical, adolescents, private sector, people living with disabilities to form an accountability mechanism at national level;• Build skills of accountability mechanism to analyse, package and use SRH/FP evidence to influence, track advocate and put pressure on governments to meet commitments;• Identify and regularly engage with national and local champions and key influencers to support advocacy and accountability approaches;• Support quarterly meetings of the accountability mechanisms to review progress and advocate for change;• Use packaged evidence from the quality improvement work, policy implementation, costed implementation plan tracking and budget scorecards to develop advocacy action plans with the accountability mechanism;• Support accountability mechanisms to develop evidence based advocacy materials and tools that will help drive a coordinated national advocacy campaign that responds to SRH/FP bottlenecks at local levels;• Facilitate dialogue between the accountability mechanism and the MoH to share and review SRH/FP evidence and jointly assess how SRH/FP bottlenecks can be resolved. <p>Report on quality improvement, evidence and accountability progress through routing monitoring, evaluation and learning</p>

- Contribute to the refinement and adaptation of logframe indicators and country targets in relation to quality improvement and accountability work;
- Collect baseline data and milestones for these indicators during the inception period and throughout the programme life;
- Ensure the achievement of Options' KPIs for Tanzania related to quality improvement and accountability and ensure the availability of evidence required as proof of this achievement;
- Develop regular reports for Options and wider consortium on quality of care, evidence and accountability progress, opportunities and challenges;
- Document lessons and learning from quality improvement, evidence and accountability work for sharing within the consortium and beyond.

Manage and provide backstopping support to the Technical Officer

- Provide management support to the Technical Officer, reviewing key roles and responsibilities on a regular basis;
- Assess needs of the wider national ownership team in Tanzania and ensure relevant support from the Technical Officer where required.